

PERSONAL LEAVE OF ABSENCE

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Original Issue Date: January 1, 2020	Rev. Date: Rev. Letter:

1.0 Purpose

BorgWarner is committed to providing employees with benefits that balance the demands of the workplace with their personal needs. The Company recognizes that there may be compelling reasons for employees to request a leave without pay when no other leave is available.

2.0 Scope:

Full-time employees of BorgWarner's US locations are eligible for a Personal Leave of Absence ("Personal Leave") as follows:

Location	Employee Type
PTC & WHQ Auburn Hills, Marshall, Noblesville, Ithaca, Seneca, Oregon, Taylorsville, Laredo	Salaried
Bellwood, Melrose Park, Dixon, Frankfort, Cadillac, Livonia, Water Valley, Taylorsville, Laredo	Salaried & Hourly

This policy does not apply to employees classified as Temporary, Seasonal, Co-Op or Intern, employees in a Transitional Income Protection or Severance consideration period or represented employees under a collective bargaining agreement.

3.0 Policy:

A Personal Leave of Absence ("Personal Leave") is an authorized absence for personal reasons without pay for a period between one week (minimum) and four weeks (maximum), within 12-month rolling period (looking backwards).

Personal Leave is granted only in consecutive whole-day increments and may only be requested once all other applicable leaves have been exhausted.

Personal Leave generally may be granted only if the employee has been employed for 1 year or more¹, and the manager believes the employee has a good faith intention to return to the Company following the leave.

¹ Dixon location: Plant Manager approval is required to waive this requirement

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4.0 Effect on Other Benefits

There is no effect on retirement plan vesting, health, life or disability entitlement. Benefit deductions will accumulate and be taken from the first paycheck immediately following return to work. If your employment with the Company terminates before you return from leave, you will be required to pay back the Company for any missed deductions. Vacation time, or sick leave (where applicable), does not accrue during the unpaid Leave.

5.0 Requesting Leave

Employees must request Personal Leave with their manager as far in advance as possible and practical to do so. The request should indicate the reason for the leave and the requested dates for leave. Documentation may be required upon request.

Approval of the Personal Leave and length of leave is determined by employee's manager and HR Business Partner, so long as it is within the limits of this Policy. Personal Leave requests that conflict with business needs may be denied or flexibility may be requested in the timing or duration of the leave.

For an hourly employee subject to call-in policy/procedure, the employee continues to follow the call-in procedure and is subject to any applicable attendance policy unless the Personal Leave is approved.

Employees may be subject to discipline if, during their leave, they engage in activities inconsistent with the stated purpose for the leave. For example, employees may be prohibited from engaging in other similar employment during leave. Misrepresentations or any act of dishonesty related to this leave is grounds for discipline, up to and including employment termination.

6.0 Returning to Work:

Personal Leave will not extend a retirement or termination date. The Company reserves the right to adjust the termination and/or eligibility service dates to the last active day worked should this occur.

Employees who take a Personal Leave do not have job restoration rights. However, the Company generally returns employees to the same job or one with equivalent pay, benefits and other employment terms. Employees expected to return from leave to a

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different role will remain in their current role for the duration of the leave, then transition to their new role as of the established effective date upon or after their return to work. If an employee’s job is eliminated during the Personal Leave due to a reorganization or other organizational change:

- BorgWarner will make a reasonable effort to find the employee an open position in which the employee may be qualified.
- If no position is available, the employee may qualify for severance under the BorgWarner Inc. Transitional Income Plan.

An employee who fails to return to work by the expected return date will be considered to have voluntarily resigned.

7.0 Reservation of Rights.

The Company reserves the right to amend, modify, or terminate this policy at any time and without notice, subject to the requirements of applicable law. This policy does not constitute of contract of employment with the Company and does not give you the right to retain your employment by the Company.

APPROVALS

Policy Committee

Corporate

REVISION HISTORY

Date	Revision Change

PERSONAL LEAVE OF ABSENCE: Request Form

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Personal Leave of Absence Request Form

An unpaid leave of absence is available in certain circumstances as described in BorgWarner’s Personal Leave policy. Employees who meet the eligibility criteria for a Personal Leave must complete this form at least 30 days prior to the commencement of leave, or as soon as practicable in the event of an unforeseeable absence. Please note:

- All leaves of absence must be approved in advance by the employee’s supervisor.
- If the dates of requested leave change following approval, a new Personal Leave Request Form must be submitted for approval.
- Personal Leave is unpaid. Employees are responsible for repayment of insurance premiums which will be taken for the first paycheck immediately following return to work. If an employee does not return to work, arrangement for repayment of insurance premiums will be made with HR.
- Employees returning from a Personal Leave must contact HR at least one week in advance of the projected return date.

See Personal Leave of Absence policy for the full detail.

This form should not be used to request leave under the Family and Medical Leave Act (FMLA) or to request leave as an accommodation under the Americans with Disabilities Act (ADA). Employees should consult with HR to request leave under the FMLA or ADA.

To be completed by the employee:

Date of request: _____ Employee name: _____

Department: _____ Job title: _____

Date of hire: _____

Requested leave dates (mm/dd/yy): 1st Day Out _____ Return to Work Date _____

Reason for the leave of absence: _____

I have read and fully understand the information contained in BorgWarner’s Personal Leave of Absence policy. I understand that if I do not return to work by the Return to Work Date shown above, my employment with BorgWarner will be terminated.

Employee signature

Date

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Employee's supervisor is ____ Approving or ____ Denying personal leave request as follows:

Supervisor signature: _____ Date: _____

HR certification: All other forms of leave and paid time off are exhausted, or do not apply:

Leave request is: ____ Approved ____ Not approved

If not approved, provide an explanation: _____

HR signature: _____ Date: _____

Employee's last day worked: _____ Employee's return-to-work date: _____

HR: Provide form to HRLink for attachment to Workday record. Provide a copy to the employee and the employee's supervisor.